



## **Controller**

**About the Education Achievement Authority:** The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

**JOB TITLE:**       **Controller**

**REPORTS TO:**   Deputy Chancellor for Finance, Accounting, and Operations

### **SUMMARY of POSITION:**

Under the direction of the Deputy Chancellor for Finance, Accounting, and Operations, serves as a working accounting manager providing technical direction, assistance, and oversight and manages, directs, and controls the fiscal and operational resources of the district's overall accounting, operations, and accounts payable operations. The ideal candidate will be an expert in Michigan Public School Accounting rules and regulations. This person will be both hands on, preparing vendor checks, etc., as well as focusing on big picture items, such as financial statement preparation.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

**The successful candidate should be able to:**

- Analyze financial information for the purpose of identifying potential budget variances; compiling statistical information; developing policies and procedures; and conforming to district, state, and federal funding requirements.
- Analyze specific accounting operations for the purpose of ensuring efficiency and adherence to established internal policies and procedures.
- Assist auditors for the purpose of providing required information and coordinating necessary project activities.
- Assist in developing reporting processes, procedures, and internal controls (e.g., year-end audit preparation, state regulations and requirements, revenue and expense projections, general ledger, audit clerk backup, cross training duties, fixed assets, utility accounting, etc.) for the purpose of enhancing information flow and maintaining accurate records.
- Assist in preparing annual budget, including working with program administrators in developing and maintaining program budgets for the purpose of ensuring fiscal solvency and providing for internal audit of services and documentation as required by district, state, and federal guidelines.

- Assist writers of grant requests as assigned (e.g., providing statistical information, analyzing historical funding patterns, reviewing grant requirements, etc.) for the purpose of developing proposals.
- Collaborate with others (e.g., district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and programs.
- Compile statistical and financial data (e.g., payroll report data; quarterly and year-end report data; food service, trust, and agency accounting and reporting; land improvement, and building records; etc.) for the purpose of providing information for budget recommendations and to ensure compliance with established regulations.
- Compose a wide variety of materials (e.g., reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and, conveying information.
- Coordinate assigned accounting projects (e.g., cash management, investing and accounting, bank balances, fiscal audits, fixed assets, and utility accounting, etc.) for the purpose of providing required guidance and support.
- Coordinate database activities related to the financial system (e.g., program updates, file locking, access rights, etc.) for the purpose of monitoring compliance with district policies and security procedures.
- Implement accounting procedures for the purpose of maintaining accurate records and internal controls throughout the district and ensuring compliance with all applicable regulatory requirements.
- Inform personnel and vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action, and complying with established fiscal guidelines.
- Maintain a wide variety of fiscal information, files, and records (e.g., accounts payable, accounts receivable, contracts, payroll budget transfers, journal entries, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitor assigned budget components, programs, and subprograms (e.g., ongoing site reviews and evaluation of assets and inventory systems, budget preparation, authorization for payroll budget transfers, etc.) for the purpose of ensuring the accuracy of reported information and the availability of funds while complying with district, state, and federal guidelines.
- Participate in meetings, workshops and seminars, as assigned, for the purpose of conveying and gathering information required to perform functions.
- Present information on a variety of topics for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Process a wide variety of financial information (e.g. expenditures, federal/state reimbursements, etc.) for the purpose of updating information and authorizing final action in compliance with all applicable regulatory requirements.

- Provide technical expertise and direction regarding accounting issues and related activities for the purpose of conveying pertinent information to appropriate parties.
- Research a variety of topics for the purpose of providing information and recommendations and to address administrative requirements.
- Respond to inquiries from various internal and external sources (e.g., staff, insurance companies, Internal Revenue Service, State Department of Education, providers, etc.) for the purpose of providing information, direction, and appropriate referrals.
- Train staff regarding proper accounting practices for the purpose of ensuring compliance local, State, and Federal guidelines and generally accepted accounting principles.
- Perform related duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

Minimum qualifications include

- A Bachelor's Degree in accounting or related field; experience within specialized field is required.
- PRIOR EXPERIENCE AS AN ACCOUNTANT IN A MICHIGAN PUBLIC SCHOOL DISTRICT, ADHERING TO MICHIGAN PUBLIC SCHOOL ACCOUNTING RULES AND REGULATIONS, IS REQUIRED
- Job-specific SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.
- KNOWLEDGE is required to perform advanced math; read a variety of manuals, write documents following prescribed formats, and present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; concepts of grammar and punctuation; and business telephone etiquette.
- ABILITY is required to schedule activities, meetings, and events; routinely gather, collate, and classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances, work with data utilizing defined but different processes, and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of

varied types and purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines, and problem solving with equipment is moderate.

- Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team; working with detailed information/data, and working with frequent interruptions.

**FILING DEADLINE:** Posted until filled  
**SALARY:** \$85-90,000  
**LENGTH OF WORK YEAR:** Twelve (12) Months  
**EFFECTIVE DATE:** Immediately

**METHOD OF APPLICATION:** **All interested candidates should submit a letter of application and current resume to:**

Dr. H. MiUndrae Prince  
Assistant Chancellor, Human Capital, Equity and Accountability  
Education Achievement Authority of Michigan  
3022 West Grand Boulevard, Suite 14-652  
Detroit, Michigan 48202

By E-mail to [mprince@eaaofmichigan.org](mailto:mprince@eaaofmichigan.org)